SUBJECT: Professional and Continuing Education  
Policy 801.4: Awarding of Continuing Education Units (CEUs)  

**General Policy**

All non-credit Lifelong Learning activities at Great Falls College MSU are eligible for Continuing Education Units (CEUs) and for OPI Renewal Units as requested by the student and approved by the proper agencies. Students successfully completing non-credit courses or activities will receive CEUs and those requesting OPI Renewal Units will receive the appropriate form completed and signed by the Center for Lifelong Learning for them to submit to OPI for their Renewal Units. The award of CEUs will adhere to this policy.

Non-credit educational activities offered through Continuing Education & Training may qualify for Continuing Education Units (CEUs) and OPI Renewal Units. Students successfully completing courses can request for them to be transcripted. Those requesting OPI Renewal Units will receive the appropriate form, completed and signed by the college, for them to submit to OPI for their Renewal Units.

**Educational Activity Criteria**

- The activity must be planned in response to clearly identified needs of a specific group or target population.
- Learning purpose, objectives and outcomes must be specified for each activity prior to its initiation.
- Qualified instructional personnel must be directly involved in conducting and planning of the activity.
- Specific performance requirements for the award of CEU must be established prior to offering the activity. These should be a result of the activity’s purpose, objectives and outcomes.
- Student registration procedures must provide sufficient detail to provide necessary information for a permanent record of individual participation.
- Evaluation procedures identified during the planning process are to be used to determine the effectiveness of the program.

**Suggested CEU Applications**

The following are offered as illustrations of the kinds of continuing learning experiences for which CEUs would be offered.

- Activities to be used in fulfillment, or partial fulfillment, of certificate, specialized endorsements, or licensing requirements.
- Intensive training and education in technical and professional areas (i.e., for engineers, lawyers, doctors, teachers, managers, information technology, etc.)
- In-service training programs relative to new techniques, concepts, or developments.
- Activities sponsored by technical, professional or special-interest groups, designed to upgrade the performance of members in specified areas and/or share new information.
- Activities that fall within the classification of Workshops, Contract Training, Institutes or Conferences as identified in Policy: 801.1 section III.
Limitations

The following types of learning activities ordinarily will not be awarded the continuing education unit:

- Activities that would result in less than 0.5 CEU.
- Activities leading to high-school equivalency certificates or diplomas.
- Organizational orientation training programs.
- Short-duration programs only casually related to any specific upgrading purpose or goal.
- Recreational activities without a structured, educational environment.
- Students may not earn both academic credit and CEUs for the same activity.